



**LAW ENFORCEMENT AND VICTIM SERVICES DIVISION  
GOVERNOR'S OFFICE OF EMERGENCY SERVICES**

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September 5, 2006

TO: CALIFORNIA COUNTY SHERIFFS  
California Multi-jurisdictional Methamphetamine Enforcement  
Team (Cal-MMET) Program

SUBJECT: REQUEST FOR APPLICATION (RFA)  
State Fiscal Year 2006/2007

The Governor's Office of Emergency Services (OES), is pleased to announce the release of the Request for Application (RFA) for the California Multi-jurisdictional Methamphetamine Enforcement Team (Cal-MMET) Program.

It is anticipated that a total of \$29.2 million in State General Funds will be allocated statewide in Fiscal Year (FY) 2006/2007. The grant award period will be for 12 months, beginning July 1, 2006 and ending June 30, 2007.

To be considered for funding for FY 2006/2007, applicants must complete the enclosed RFA and submit it to OES no later than 5:00 p.m. on **Wednesday, September 27, 2006**. Applications should be addressed to:

Office of Emergency Services  
Law Enforcement and Victim Services Division  
3650 Schriever Avenue  
Mather, CA 95655

Attn: Cal-MMET Program RFA  
Sherril Scott, Drug Enforcement Section

If you have any questions regarding this application, please do not hesitate to contact Sherril Scott, Senior Program Specialist, Drug Enforcement Section, at (916) 322-1959, or by e-mail at [sherril.scott@oes.ca.gov](mailto:sherril.scott@oes.ca.gov).

Sincerely,

GWENYTH C. SARINE, Chief  
Drug Enforcement Section

**GOVERNOR’S OFFICE OF EMERGENCY SERVICES  
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION  
CALIFORNIA MULTI-JURISDICTIONAL METHAMPHETAMINE  
ENFORCEMENT TEAM (Cal-MMET)  
REQUEST FOR APPLICATION**

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[APPLICATION COVER SHEET](#)

[APPLICATION CHECKLIST AND REQUIRED SEQUENCE](#)

GRANT AWARD FACE SHEET INSTRUCTIONS

PROJECT CONTACT INSTRUCTIONS AND INFORMATION

ADDITIONAL SIGNATURE AUTHORIZATION AND INSTRUCTIONS

CERTIFICATION OF ASSURANCE OF COMPLIANCE

PROJECT SUMMARY

PROJECT NARRATIVE

PROJECT BUDGET – BUDGET NARRATIVE

BUDGET FORMS – without match

- Personal Services – Salaries/Employee Benefits
- Operating Expenses
- Equipment

SAMPLE OPERATIONAL AGREEMENT

REPORTING ALIEN CONVICTIONS

[Cal-MMET METHAMPHETAMINE ASSURANCE OF COMPLIANCE](#)

SAMPLE DISBURSEMENT OF CONFIDENTIAL FUNDS/RECEIPT FROM INFORMER PAYEE

COMPUTER AND AUTOMATED SYSTEMS PURCHASE JUSTIFICATION GUIDELINES

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OUT OF STATE TRAVEL REQUEST, OES 700 (if applicable)

PROJECT SERVICE AREA INFORMATION

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**CALIFORNIA MULTI-JURISDICTIONAL METHAMPHETAMINE  
ENFORCEMENT TEAM (Cal-MMET)  
REQUEST FOR APPLICATION**

**PART I – INFORMATION**

**A. INTRODUCTION**

This Request for Application (RFA) provides all of the information and forms necessary --to prepare an application for the Governor's Office of Emergency Services (OES) grant funds. The terms and conditions described in this RFA supersede all previous RFAs and any conflicting provisions stated in the *Recipient Handbook*. The *Recipient Handbook* provides helpful information for developing the application and can be accessed at the website [www.oes.ca.gov](http://www.oes.ca.gov) by selecting "Plans and Publications, *Recipient Handbook*".

**B. CONTACT INFORMATION**

Questions concerning this RFA, the application process, or programmatic issues should be submitted to the below contact person by telephone, fax, or e-mail.

***Sherril Scott, Senior Program Specialist, Drug Enforcement Section, telephone (916) 322-1959, fax (916) 323-1756, or e-mail: [sherril.scott@oes.ca.gov](mailto:sherril.scott@oes.ca.gov).***

**C. APPLICATION DUE DATE AND SUBMISSION OPTIONS**

**One original and one copy** of the application must be delivered to OES' Law Enforcement and Victim Services Division by the date and time indicated below. Submission options are:

1. Regular and Overnight mail, **postmarked by Wednesday, September 27, 2006**, to:

Governor's Office of Emergency Services  
Law Enforcement and Victim Services Division  
3650 Schriever Avenue  
Mather, CA 95655  
Attn: Cal-MMET Program RFA  
Sherril Scott, Drug Enforcement Section

2. Hand delivered by **5:00 p.m. on Wednesday, September 27, 2006**, to:

Governor's Office of Emergency Services  
Law Enforcement and Victim Services Division  
3650 Schriever Avenue  
Mather, CA 95655  
Attn: Cal-MMET Program RFA  
Sherril Scott, Drug Enforcement Section

## D. ELIGIBILITY

All 58 County Sheriff's Departments are eligible for funding under the California Multi-jurisdictional Methamphetamine Enforcement Team (Cal-MMET) Program. Distribution of funds within each region will be recommended by the five (5) Regional Advisory Boards, based on proportional need as determined by size and number of counties in each region. The Regional Advisory Boards will provide OES, in writing, with a list of the counties recommended to be funded and their funding levels.

### Regional Advisory Board

Each region is required to establish an Advisory Board which will consist of the Sheriff of each county in the region. The Regions are encouraged to include every county District Attorney, Chief Probation Officer, and Chief of Police on the Advisory Board. The Advisory Board shall elect a Chair, who will be responsible for keeping OES apprised of Advisory Board activities (including, but not limited to, county funding levels, meeting minutes, etc.).

The Central Region Advisory Board is reminded that a one-year agreement exists which allows the counties of Fresno, Kern, Sacramento, San Joaquin, Solano (through a sub grant from Sacramento), Stanislaus and Tulare to receive, at a minimum, the same level of funding that they received in fiscal year (FY) 2005/06. ***This commitment is only for the one-year period of July 1, 2006 through June 30, 2007. Please be advised that funding for this one-year agreement comes out of the Central Region's total allocation of \$12,360,000.***

The Northern Region Advisory Board is reminded that a one-year agreement exists which allows the counties of Butte, Glenn, Lassen, Modoc, Plumas, Shasta, Siskiyou, Tehama, and Trinity to receive, at a minimum, the same level of funding they received in FY 2005/06 through Sacramento County under the North State Initiative. ***This commitment is only for the one-year period of July 1, 2006 through June 30, 2007. Please be advised that funding for this one-year agreement comes out of the Northern Region's total allocation of \$3,960,000.***

### Drug-Endangered Children (DEC) Program

In order to receive Cal-MMET funding, an agency must show the existence of a drug-endangered children program in their county that includes, but is not limited to, the following: (a) protocols for a multi-agency response to cases involving children; (b) a multi-agency team consisting of law enforcement, prosecution, and health or children's services personnel to respond to drug-endangered child cases; (c) coordinated medical treatment and family services for drug-endangered children under the direction of a child services worker; and (d) written policies and standards for response to a narcotics crime scene where a child is present or when there is evidence that a child lives at the scene.

The DEC standards and protocol should, at a minimum, address the following: (a) felony and misdemeanor arrests; (b) immediate response of protective social workers to a narcotics crime scene involving a child; (c) outsourcing protective social workers to law enforcement; (d) dependency investigations; (e) forensic drug testing and interviewing; decontamination of a child found in a lab setting; medical examinations and developmental evaluations; and (f) creation of two hours of drug-endangered children awareness training. A copy of Penal Code Section 13879.80 is attached for your reference.

**A copy of each county's DEC Protocol must be submitted to OES as an attachment to their Cal-MMET grant application.** If any county requires support or guidance in developing their DEC Protocol, they may request technical assistance from OES.

## **Clandestine Laboratory Certification**

Specialized training is required for all clandestine laboratory personnel.

Both the State (Title 8, California Code of Regulations, 5192) and Federal Government (29, Code of Federal Regulations, 1910.12) regulate agencies involved with clandestine laboratory operations. Please refer to these code sections to ensure your agency is in compliance.

### **E. FUNDS**

OES anticipates that \$29.2 million will be allocated statewide from the State General Fund for the California Multi-jurisdictional Methamphetamine Enforcement Team (Cal-MMET) Program in FY 2006/2007. Funds shall be distributed to the County Sheriff's Department, and administered by OES in consultation with the Regional Advisory Boards. Applicants must budget for a twelve-month grant award period that begins July 1, 2006 and ends June 30, 2007. A new grant application is required for each subsequent grant period.

There is no match requirement associated with this program.

The five Cal-MMET Regions are identified below, along with the funding to be made available to each region:

#### **Northern Region \$3,960,000**

The Northern Region consists of the following counties: Butte, Colusa, Del Norte, El Dorado, Glenn, Humboldt, Lassen, Modoc, Nevada, Placer, Plumas, Shasta, Sierra, Siskiyou, Sutter, Tehama, Trinity, Yolo, and Yuba.

#### **Bay Area Region \$3,960,000**

The Bay Area Region consists of the following counties: Alameda, Contra Costa, Lake, Marin, Mendocino, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, and Sonoma.

#### **Central Region \$12,360,000**

The Central Region consists of the following counties: Alpine, Amador, Calaveras, Fresno, Inyo, Kern, Kings, Madera, Mariposa, Merced, Mono, Sacramento, San Joaquin, Solano, Stanislaus, Tulare, and Tuolumne.

#### **Southern Region \$7,460,000**

The Southern Region consists of the following counties: Los Angeles, Orange, Riverside, San Bernardino, San Luis Obispo, Santa Barbara, and Ventura.

#### **Southwest Border Region \$1,460,000**

The Southwest Border Region consists of the following counties: Imperial and San Diego.

## F. **PROGRAM INFORMATION**

The Cal-MMET Program was initiated on September 1, 2001 as authorized by the 2001/02 State Budget Act (Chapter 106, item 8100-101-0001, Schedule 50.30.502 "War on Methamphetamine").

The California Multi-jurisdictional Methamphetamine Enforcement Team (Cal-MMET) Program currently works in conjunction with the federally funded Central Valley High Intensity Drug Trafficking Area (HIDTA) Program to intensify the current methamphetamine eradication efforts of participating law enforcement agencies by providing additional resources for investigators and prosecutors specializing in methamphetamine offenses, as well as support staff, equipment, training, and facilities.

The 2006/07 State Budget Act strengthens methamphetamine eradication across the state by providing an additional \$19.7 million on a two-year, limited-term basis.

OES is required to conduct an independent evaluation of the program. No later than January 10, 2008, the Office of Emergency Services, in consultation with the Department of Finance, shall submit to the Joint Legislative Budget Committee a report that proposes a funding allocation plan that links grant funding to the size of the problem in each of the five state-designated regions. The report shall also include a summary of spending by region, program activities, and demonstrated outcomes such as lab seizures and arrests. Funded projects will be required to participate in data collection for this evaluation report.

**The goal of this program is to:** Target methamphetamine manufacturers and traffickers who produce or sell significant quantities of methamphetamine, including precursor trafficking; to disrupt and dismantle their clandestine labs and organizations (manufacturing and distribution); to incarcerate those responsible, and to use state and/or federal law to identify and seize assets related to the sale and distribution of methamphetamine through multi-jurisdictional methamphetamine enforcement teams.

- Each agency **must** include a description of the clandestine drug lab and methamphetamine distribution problem in their area, and how Cal-MMET funds will be used to address that problem.
- Grant funds **must** be used to supplement, *not supplant*, local funds. If supplanting is identified, OES will seek to recover the grant funds.
- Grant Recipients **must** complete an audit. This audit can either be a grant-specific audit or a single audit.
- Grant Recipients **must** maintain an inventory list of equipment purchased with grant funds and any supporting documentation needed for audit purposes.
- Grant Recipients acknowledge that failure to comply with OES audit requirements and failure to maintain appropriate accounting records could jeopardize future funding.



## **G. PREPARING AN APPLICATION**

For clarity, the forms in Part IV include an Application Cover Sheet. Please complete the Application Cover Sheet and attach it to the front of the application.

The following components are required for a complete application:

- Application Cover Sheet;
- Grant Award Face Sheet (OES A301);
- Project Narrative;
- Budget Narrative;
- Project Budget (OES A303a-c);
- Application Appendix (if applicable).

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**CALIFORNIA MULTI-JURISDICTIONAL METHAMPHETAMINE  
ENFORCEMENT TEAM (Cal-MMET)  
REQUEST FOR APPLICATION**

**PART II – INSTRUCTIONS**

The instructions in this section correspond to each of the application components, as well as to the forms provided in Part IV.

The applicant must use the forms provided or computer-generated forms, and plain 8½" x 11" white paper for the project narrative sections. The included Project and Budget Narrative sections have been pre-formatted to OES standards. If you create your own computer-generated forms they must duplicate the OES forms.

Copies of the application must be assembled separately and individually fastened in the upper left corner. **Do not staple or bind application.**

**A. PROJECT NARRATIVE**

The project narrative is the main body of information describing the problem to be addressed, the plan to address that problem through appropriate and achievable objectives and activities, and the ability of the applicant to implement the plan.

To be eligible for funding, applicants are required to prepare a plan to address the illegal manufacture and distribution of methamphetamine in their jurisdiction and to determine how the Cal-MMET funds will be utilized to implement this plan.

Funds for this program are to be used to target methamphetamine manufacturers and traffickers who produce or sell significant quantities of methamphetamine, including precursor trafficking, to disrupt and dismantle their clandestine labs and organizations (manufacturing and distribution); to incarcerate those responsible; and to use state and federal law to identify and seize assets related to the manufacture and trafficking of methamphetamine through multi-jurisdictional methamphetamine enforcement teams.

The project narrative also contains detailed information that describes the applicant, the need for funding, and the plan to address methamphetamine manufacture and distribution through appropriate and achievable objectives and activities. The project narrative is to be divided into three sections: 1) Problem Statement, 2) Plan, and 3) Implementation.

**1. Problem Statement**

The problem statement should include a brief description of the county, a detailed description of the nature and extent of the clandestine drug lab, methamphetamine distribution, precursor trafficking problem affecting your county, and the anticipated impact of the Cal-MMET Program on the local problem.

The problem statement should be directed at the specific manufacture and distribution problem or problem area and should be realistic so that progress can be measured. Supporting factual and illustrative data must be included.

The discussion should address the current efforts underway and any new efforts or programs, whether or not grant-funded, that will respond to clandestine drug labs, methamphetamine distribution, and precursor trafficking issues.

Activities that represent collaborative efforts between federal and state-funded programs should be emphasized. Indicate how the priority issues were determined.

## **2. Plan**

The plan will demonstrate the processes and methods the county will utilize to attack the methamphetamine manufacture and distribution, and/or precursor trafficking problems that have been identified and prioritized in the Problem Statement.

### **a. Target Area and Target Population:**

Define the project target area and target population. The project must concentrate efforts on an identifiable geographic area. The target area must be delineated by criminal justice agency boundaries or governmental boundaries (e.g., a city, county, or school district area). This area may be one or more communities/cities, specified unincorporated areas, a single county, or region.

### **b. Program Description:**

Describe how the project will effectively impact the target area and the expected outcomes. What is the intended effect(s) on the problem(s) and the target area?

Describe the overall project and project design. The description should include project size, composition, range and focus of services, and location in proximity to the implementing agency. If necessary, delineate by participating component.

Describe the specific role of each participating agency and how their individual efforts will help achieve the goal(s). Include a listing of all task force personnel, whether or not they are grant-funded. Generally describe how each participating agency will address the problem and how they will work together. Efforts of each component should connect together.

Demonstrate the project's ability to create and implement data collection instruments. Describe the source documentation.

### **c. Goals, Objectives, Activities, and Performance Measures:**

There are two mandatory goals for the Cal-MMET program. Each goal has separate objectives, activities, and performance measures that will be implemented for FY 2006/2007.

Although applicants are not required to project activities for these objectives, this data must be collected and reported in performance reports.

**Goal 1 - Disrupt and dismantle clandestine labs and organizations that manufacture and distribute methamphetamine, including precursor trafficking.**

**Objective 1:** Target methamphetamine manufacturers and traffickers who produce or sell significant quantities of methamphetamine, including precursor trafficking; disrupt and dismantle their clan lab organizations (manufacturing and distribution).

1. Number of meth-related investigations conducted
2. Number of meth-related investigations completed
3. Number of meth-related search warrants issued
4. Total amount of methamphetamine seized
5. Total amount of ephedrine seized
6. Total amount of pseudoephedrine seized
7. Number of weapons seized
8. Number of clandestine labs discovered
9. Number of clandestine labs dismantled/cleaned up
10. Number of WSIN cards submitted for clan labs dismantled
11. Number of lab dump sites discovered
12. Number of lab dump sites mitigated/cleaned up
13. Number of referrals to the Dept. of Toxic Substances Control for dump clean up
14. Number of WSIN cards submitted for lab dump sites mitigated/cleaned up

**Objective 2:** Arrest and incarcerate those responsible, and use state and/or federal law to identify and seize assets related to the manufacture and distribution of methamphetamine.

1. Number of meth-related investigations resulting in arrest
2. Total number of meth-related arrests
3. Number of probation revocations
4. Number of referrals for prosecution
5. Number of prosecutions
6. Number of convictions
7. Dollar amount of assets seized
8. Number of meth-related arrests tied to identify theft

**Goal 2 – Focus on the safety and well being of children by coordinating activities to ensure that the child’s needs are not overlooked; assist children who have been endangered by exposure to illicit drug environments and its associated hazardous lifestyle, including but not limited to, methamphetamine, its precursors, or toxic byproducts; and remove children from these toxic environments.**

**Objective 1:** Remove children who are found in the presence of a methamphetamine lab, and/or who are found in settings involving the use, possession, sale, or transportation of illicit drugs.

1. Number of meth-related investigations conducted due to children living in or exposed to illicit drug environments
2. Number of drug investigations conducted due to children living in or exposed to illicit drug environments
3. Number of meth-related investigations completed where children were living in or exposed to illicit drug environments
4. Number of drug investigations completed where children were living in or exposed to illicit drug environments
5. Number of children present at drug scene
6. Number of children removed from the home and referred for placement

**Objective 2:** Hold accountable those individuals who willfully create a situation and/or environment where the life or limb of a child may be endangered or his health injured.

1. Number of individuals referred for prosecution for child endangerment
2. Number of individuals prosecuted for child endangerment
3. Number of individuals convicted of child endangerment

### **3. Implementation**

This section of the application should address the applicant’s ability to implement the project. Provide a description of the plans for coordination. Please adhere to the following guidelines.

#### **a. Organizational Description**

Provide a narrative that describes the relationship between the Regional Advisory Board, the overall project, project staff, and other participating agencies. For all applicants, describe the project’s organizational framework, listing all funded and donated positions assigned to the project.

#### **b. Organizational Chart**

Provide an organizational chart demonstrating the relationship between the Regional Advisory Board, the project components, project staff, and other participating agencies. Clearly highlight grant-funded positions. Titles for individuals should match those in the budget.

- c. Drug-Endangered Children (DEC) Protocol: Per Penal Code §13879.80 (Attachment A, page 26) and control language in the California Budget, to be eligible for funding, an agency must show the existence of a DEC program that includes, but is not limited to:
- An MOU between Law Enforcement, Prosecution, and Health/Children's Protective Services that outlines a written plan including policies and procedures that spell out how agencies will deal with children found at narcotics crime scenes, or where there is an indication that a child lives at the scene;
  - An identified contact person for each agency included in the MOU who will deal with DEC cases; and
  - Protocol that outlines CPS will be responsible for the child's medical and family services.

## B. PROJECT BUDGET

The purpose of the project budget is to demonstrate how the applicant will implement the proposed plan with the funds available through this program. Project costs must be directly related to the objectives and activities of the project. Applicants are thus instructed to prepare a realistic and prudent budget which avoids unnecessary or unusual expenditures which would detract from the accomplishment of the objectives and activities of the program. The budget must cover the entire grant period. In the budget, include **only** those items covered by grant funds. Projects may supplement grant funds with funds from other sources. However, since all approved line items are subject to audit, the applicant should not include any matching funds in the project budget. All budgets are subject to OES modifications and approval.

OES requires the applicant to develop a **line item** budget that will enable them to meet the intent and requirements of the program, ensure the successful implementation of the project, and be cost-effective. Failure of the applicant to include required items in the budget does not exclude responsibility to comply with those requirements during the implementation of the project. The applicant should refer to the *Recipient Handbook* at [www.oes.ca.gov](http://www.oes.ca.gov). The applicant can select "Plans and Publications, *Recipient Handbook*" for additional information concerning OES budget policy or to determine if specific proposed expenses are allowable. Contact the person listed on page 1, subsection B of this RFA if you have additional budget questions.

The following information is provided to assist in the preparation of the budget. Strict adherence to all required and prohibited items is expected. **Where the applicant does not budget for a required item, the applicant assumes responsibility.** Failure of the applicant to include required items in the budget does not exclude responsibility to comply with those requirements during the implementation of the project.

### 1. Budget Narrative

The applicant is required to submit a narrative with the project budget. The narrative must be typed and placed in the application in front of the budget pages. In the narrative describe:

- How the applicant's proposed budget supports the stated objectives and activities.
- How funds are allocated to minimize administrative costs and support direct services.
- How project-funded staff duties and time commitments support the proposed objectives and activities.
- How the operating expenses are necessary to achieve the objectives and activities of the program.

- How the operating expenses and equipment line items will support the project.
- Discuss the necessity of any unusual expenditures; and
- Mid-year salary range adjustments, if applicable.

## 2. Specific Budget Categories

There is a separate form in the Forms Section (Part III) for each of the following three budget categories:

- Personal Services – Salaries/Employee Benefits;
- Operating Expenses; and
- Equipment.

Each budget category requires line item detail that addresses the method of calculation and justification for the expense. Enter the amount of each line item in the right hand column of the Budget Category form. All charges must be clearly documented **and rounded off to the nearest whole dollar**. Enter the total amount of the budget category at the bottom of the form. If additional pages are needed, total only the last page of each budget category. The total of the budget must correspond to the amount of the Total Project Cost (block 10G) on the Grant Award Face Sheet.

The bottom of the Equipment Category form contains a format for identifying the project total and fund distribution. This section must be completed and submitted even if there are no line items identified in the equipment category.

- a. **Personal Services – Salaries/Employee Benefits (OES A303a):** A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1½ clerical positions).

### 1) Salaries

Salaries are fixed compensation for services performed by staff assigned to the Cal-MMET Program who are directly employed by the applicant and are paid for on a regular basis. These costs must be identified by position and percentage of salaries and **rounded off to the nearest whole dollar**. They may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must be budgeted as salaries. If agency personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take that time off using project funds.

Salaries for staff not directly employed by the applicant must be shown as consultant costs under the Operating Expenses category, and supported by a memorandum of understanding (MOU), contract, or operational agreement (OA), which must be kept on file by the recipient and made available for review during an OES site visit, monitoring visit, or audit.

## 2) Benefits

Employee benefits must be identified by type and percentage of salaries. The applicant may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Other benefits, such as uniforms or California Bar Association dues, are allowable budget items if negotiated as a part of an employee benefit package.

- b. Operating Expenses (OES A303b):** A line-item is required for each allowable expense, and must include a detailed description of the expense and the method of calculation.

Operating expenses are defined as necessary expenditures exclusive of personal salaries, benefits and equipment. Such expenses may include specific items directly charged to the project, and in some cases, an indirect cost allowance. The expenses must be grant-related (e.g., to further the program objectives as defined in the grant award), and be encumbered during the grant period. All charges must be clearly documented and rounded off to the nearest whole dollar.

The following items fall within this category: consultant services such as subcontractors who are not employed by the applicant, operational agreements with participating agencies, travel, office supplies, training materials, research forms, equipment maintenance, software equipment rental/lease, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees, and other consumable items. Furniture and office equipment with an acquisition cost of less than \$5,000 per unit (including tax, installation, and freight) **and/or with a useful life of less than one year fall within this category.**

Funds may be budgeted for the purchase of food and beverages as allowable expenditures in certain circumstances. Because many of the projects are conducting investigations and/or dismantling labs in remote or inaccessible locations, funds budgeted for food and beverage expenses will be considered on a case-by-case basis.

Salaries for staff not directly employed by the applicant must be shown as consultant costs or participating staff under the Operating Expenses category. These costs must be supported by a Memorandum of Understanding (MOU), contract, or Operational Agreement (OA), which must be kept on file by the recipient and made available for review during an OES site visit, monitoring visit, or audit. Furthermore, in the case of grants being passed through a recipient to be operated by another agency, the staff from the second agency will be shown in the Operating Expenses Category.

- c. Equipment (OES A303c):** A line-item is required for each allowable expense, and must include a detailed description of the expense and the method of calculation.

Equipment is defined as nonexpendable tangible personal property having **a useful life of more than one year** and an acquisition cost of \$5,000 or more per unit (including tax, installation, and freight). If equipment is purchased as a complete package (i.e., computer, monitor, modem, software), the total package cost, not the unit cost, would determine if it qualifies under the equipment category.



Equipment which is directly related to and used for project activities will be considered for approval if comparable agency-owned equipment is not available and/or not suitable for the specialized needs of the Cal-MMET Program.

A line item is required for each different type of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

### **C. APPLICATION APPENDIX**

The Application Appendix provides OES with additional information from the applicant to support components of the application. The following must be included:

- Project Contact Information;
- Additional Signature Authorization (if applicable);
- Project Summary;
- Project Service Area Information;
- Operational Agreements: OAs must be dated and contain original signatures, titles, and agency names for both parties. This document must demonstrate a formal system of networking and coordination with other agencies and the applicant. Those submitted with the application must be effective for the proposed grant year. For the purpose of this RFA, the terms OA and MOU are synonymous. A sample OA is provided in the Forms Section of this RFA.
- Reporting Alien Convictions to the U.S. Citizenship and Immigration Services (USCIS);
- Cal-MMET Methamphetamine Assurance of Compliance;
- County Drug-Endangered Children (DEC) Protocol for handling children found at drug scenes (If agency does not have a plan, it must be submitted within six (6) months of the start of the grant. Refer to for Penal Code Section 13879.80 guidance on page 26 of this RFA); and,
- Sample of Disbursement of Confidential Funds/Receipt from Informer Payee Receipt (if applicable).

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**CALIFORNIA MULTI-JURISDICTIONAL METHAMPHETAMINE  
ENFORCEMENT TEAM (Cal-MMET)  
REQUEST FOR APPLICATION**

**PART III – ADDITIONAL INFORMATION**

This section contains additional information the applicant is strongly encouraged to review in preparing the application.

- A. Finalizing the Grant Award Agreement
- B. Administrative Requirements
- D. Budget Policy
- E. Glossary of Terms

**A. FINALIZING THE GRANT AWARD AGREEMENT**

**1. Standard Project Funding Authority**

**Allocation of funds is contingent on the enactment of the State Budget.** OES does not have the authority to disburse any funds until the budget is passed and the Grant Award Agreement is fully executed. When the executed grant is received, and the State Budget is finalized, authorized expenditure reports may be submitted for reimbursement of grant funds.

If, during the term of the grant award, the state and/or federal funds appropriated for the purposes of the grant award are reduced or eliminated by the California Legislature or the United States Government, or in the event revenues are not collected at the level appropriated, OES may immediately terminate or reduce the grant award by written notice to the recipient. However, no such termination or reduction shall apply to allowable costs already incurred by the recipient to the extent state or federal funds are available for payment of such costs.

OES Grant Award Agreements are subject to applicable restrictions, limitations, or conditions enacted by the California Legislature and/or the United States Government, subsequent to execution of the Grant Award Agreement.

**2. Grant Award Conditions**

OES may add one or more grant award conditions to the Grant Award Agreement prior to or after funding. If conditions are added, they will be discussed with the applicant and a copy of the conditions will be sent to the grant recipient when the conditions are made part of the Grant Award Agreement. Grant award conditions may include requirements for sole source justification, a computer feasibility study, or any other requirements deemed necessary by OES.

### **3. Grant Award Agreements**

A copy of the executed Grant Award Agreement and pertinent attachments will be sent to the Project Director. The recipient is not authorized to incur costs against the grant until a copy of the fully executed Grant Award Agreement is received. When the executed grant is received, and the State Budget is finalized, the Report of Expenditures and Request for Funds (OES 201) may be submitted for reimbursement.

### **4. Grant Award Amounts**

When the amount of funds available is limited, it may be necessary for OES to reduce the amount of the grant award from the amount requested by the applicant. In addition, OES reserves the right to negotiate budgetary changes with the applicant prior to executing the Grant Award Agreement. If either of these actions is required, OES will notify the applicant prior to executing the Grant Award Agreement.

## **B. ADMINISTRATIVE REQUIREMENTS**

### **The Recipient Handbook (RH)**

The *Recipient Handbook* is accessible on the OES Internet website at [www.oes.ca.gov](http://www.oes.ca.gov) by selecting "Plans and Publications, *Recipient Handbook*." The *Recipient Handbook* contains administrative information and requirements necessary to implement the project. Recipients must administer their grants in accordance with the *Recipient Handbook* requirements. OES also retains the right to modify this handbook when necessary, upon approval of the Executive Director and with appropriate notice to the recipient. Failure to comply with these requirements can result in the withholding or termination of the grant award.

The information below may be cross referenced with the *Recipient Handbook* by referencing the Handbook section (RH) number.

#### **1. Internet Access (RH 11500)**

Funded projects are required to maintain Internet access with an established e-mail address. Grant funds may be used for this purpose unless specifically prohibited by the terms of the program.

#### **2. Progress Reports and Data Collection (RH 10100)**

Funded projects are required to participate in data collection and to submit progress reports required by the program. Projects are required to keep accurate records to document their progress in achieving the objectives. These records must be kept by the project for a period of three years. During programmatic monitoring visits, OES will review these records for accuracy and compare them with the reported data submitted on the progress reports.

#### **3. Monthly/Quarterly Report of Expenditures and Request for Funds (OES 201) (RH 6300)**

Community-based organizations shall submit a monthly Report of Expenditures and Request for Funds (OES 201) unless they request a quarterly reporting period. All government and education agencies receiving funds will be required to report on a quarterly basis. This form is due within 30 calendar days at the end of the reporting period.

and must be submitted whether or not the project has incurred expenses. Delays in submitting these forms will result in the withholding of funds and may result in the termination of the grant award.

**4. Technical Assistance/Site Visits (RH 10300)**

Each project receiving funds is assigned an OES program specialist to oversee the progress of the project in achieving its goals, objectives and compliance with the Grant Award Agreement. Program specialists are technical experts on the criminal justice system and in the administrative execution of Grant Award Agreements. They are available to assist the project in the successful implementation of the project and in meeting the administrative requirements of the Grant Award Agreement. Projects should expect a site visit from the assigned program specialist within the first six months of the grant period. Follow-up site visits will be conducted periodically throughout the life of the grant. Projects may request a site visit to obtain technical assistance.

Projects must submit a request for approval for any changes to their project to the program specialist.

**5. Monitoring Requirements (RH 10400)**

A monitoring visit is an onsite assessment by the OES Monitoring and Audits Branch staff to determine if the project is in compliance with the Grant Award Agreement, the Program Guidelines, the RFA/RFP, and the *Recipient Handbook*. The goal of the monitoring process is to support program branches in helping projects achieve their goals. Projects will be monitored on a random or as-needed basis. The monitoring will cover all areas of project operation and will review the project's source documentation as substantiation for project goals, objectives, and activities.

**6. Bonding Requirements (RH 2160)**

All private Community-based organizations (CBO) and American Indian organizations are required to obtain and send to OES a notarized copy of a blanket fidelity bond or equivalent insurance contract applicable to all officials and employees of OES-funded projects within 60 days of the signed Grant Award Agreement. Failure to comply with this requirement may result in the withholding of grant funds or termination of the Grant Award Agreement. The beneficiary named on the bond or an endorsement must include the "State of California, Governor's Office of Emergency Services" and include the Grant Award number for identification purposes.

The time period covered by the bond must include the effective date and total time period of the grant, including any extensions. The bond must be in an amount equal to 50 percent of the total grant award and may have a deductible in an amount not to exceed one percent (1%) of the bond.

A bond is not required of a recipient sponsored by units of government. CBOs sponsored by units of government may submit documentation indicating this in lieu of the bond or insurance contract, unless specifically required terms of the program or grant award conditions.

**7. Audit Requirements (RH 8100)**

Recipients must arrange for an independent audit of the grant award and may budget a portion of the audit costs. Instructions for budgeting funds for audit costs are outlined in the Section 2234 of the *Recipient Handbook*.

## 8. **Copyrights, Rights in Data, and Patents (RH 5300)**

OES owns all rights of and reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, and use, in whole or in part, material produced by activities supported by a Grant Award Agreement. These ownership rights are detailed in the *Recipient Handbook*.

## 9. **Source Documentation (RH 10111)**

Grant recipients are required to maintain source documentation to support claimed expenditures and project accomplishments. Source documentation is defined as records used to validate project activities and achievements as they pertain to the objectives outlined in the Grant Award Agreement. Projects are to retain source documentation for progress reports on a quarterly basis, regardless of submission requirements. Requirements and definitions for program specific source documentation are delineated in the terms of the program. Projects will be required to have written job descriptions on file for all positions funded by OES detailing specific grant-related activities to achieve project objectives.

## C. **BUDGET POLICY**

This document summarizes information on OES Budget Policy contained in the *Recipient Handbook*. Additional information may be obtained by accessing the *Recipient Handbook* at [www.oes.ca](http://www.oes.ca). The applicant can select “Plans and Specifications, *Recipient Handbook*.”

### 1. **Supplanting Prohibited (RH 1313)**

Grant funds must be used to supplement existing funds for program activities and **not replace** funds appropriated for the same purpose. A written certification must be provided to OES indicating the grant funds will not be used to supplant existing funds. Potential supplanting will be the subject of application review, post-award monitoring, and audit. The rules on supplanting are discussed at length in Section 1313 of the *Recipient Handbook*.

### 2. **Project Income (RH 6610)**

Project income, such as client fees and fees for services provided by the recipient (i.e., training, presentations, etc.), asset forfeitures, profits from the sale of project products, and conference proceeds as the result of a direct trade of time or products for money must be used to offset or augment the grant, unless otherwise specified in the RFA instructions. Project income cannot be used as matching funds, unless otherwise specified in the RFA instructions.

### 3. **Contract and Procurement (RH 3000)**

A competitive bid process is required to purchase equipment or consultant services with grant funds. Noncompetitive bid contracts are disfavored, and noncompetitive bid request approval is required prior to the purchase of equipment in excess of \$5,000 without using a competitive bid process, or to hire a specific consultant charging over \$5,000 without using a competitive bid process. Local units of government may use their approved procurement policy except for contracts over \$50,000, which require prior OES approval. For organizations without a written procurement policy, a competitive bid process involves determining the specifications for the items needed and obtaining at least three bids from

different vendors. Whenever a specific individual/organization name is identified in the project budget, a noncompetitive bid request will be required. OES will provide assistance in submitting a noncompetitive bid request if OES determines it is in the best interest of the project.

#### **4. Match Policies (RH 6500)**

The RFA Instructions (Part II) may specify a cash or in-kind match. The match must be from a source other than state or federal funds that are budgeted for the project. When used to augment the project, expenditures for items such as personal services, operating expenses or equipment are considered a match if not in violation of the prohibition on supplanting. Match specified in the budget will become part of the grant award. (Specific instructions for calculating the match are provided in Sections 6550 – 6550.2 of the *Recipient Handbook*.)

#### **5. Travel Policies**

The following is OES' current travel policy:

##### **a. Selection of Travel Policy (RH 2236)**

The applicant may prepare the budget using its own travel policy or the state travel policy according to the following guidelines. Travel reimbursement will only be allowed based on actual costs.

###### **1) Units of Government**

Units of government may use their own written travel policy or the state policy.

###### **2) Community-Based Organizations (CBO)**

A community-based organization may use the state travel policy or the applicant's written policy up to the maximum rates allowed by the state travel policy.

##### **b. State Travel Policy (RH 2236.2)**

Use the following state travel policy for budgeting travel expenses:

###### **1) Out-of-State Travel**

Out-of-state travel is restricted and only allowed in exceptional situations. Requests for approval for out-of-state travel must be submitted for review by the Program Specialist.

###### **2) Mileage**

When a privately owned vehicle is utilized on project-related business, a maximum of 44.5 cents per mile is allowed, unless a higher rate is justified. Documentation justifying a higher rate must be on file and available for audit, but should not be submitted with the application.

3) Meals and Incidentals

a) Breakfast \$6.00

Breakfast may be claimed when travel commences at or prior to 6:00 a.m. Breakfast may be claimed on the last fractional day of a trip of more than 24 hours if travel terminates at or after 8:00 a.m.

b) Lunch \$10.00

Lunch may not be claimed for travel less than 24 hours. Lunch may be claimed if the trip begins at or before 11:00 a.m. and may be claimed on the last fractional day of a trip of more than 24 hours if the travel terminates at or after 2:00 p.m.

c) Dinner \$18.00

Dinner may be claimed if the trip begins at or before 4:00 p.m. Dinner may be claimed when travel terminates at or after 7:00 p.m., whether on a one-day trip or on the last day of a trip of more than 24 hours.

d) Incidentals \$6.00

Incidentals may be claimed for trips of 24 hours or more.

e) Total Per Diem

Total is \$40.00 for a 24-hour period.

4) Lodging

Statewide, the maximum allowed lodging expense is \$84.00, plus applicable taxes, (except as noted below). Reimbursement for lodging is not authorized without a receipt.

5) Special Lodging Rates

Allowable maximum lodging expenses increase to \$110, plus applicable taxes, with receipt in Los Angeles and San Diego counties. Maximums for Alameda, San Francisco, San Mateo and Santa Clara counties are \$140, plus applicable taxes.

6) Other

Taxi, airport shuttle, etc., which exceeds \$3.50 must be supported by receipt. Parking in excess of \$10.00 must be supported by receipt.

**6. Participating Staff**

The term "participating staff" refers to salaried employees of a participating agency assigned to work with the recipient on the implementation of a grant project. The agreement between the recipient and the participating agency concerning participating staff must be reflected in the OA. Grant related costs associated with participating staff must be itemized in the operating expenses category of the grant budgets.

## **7. Consultant Services (RH 3710)**

Consultant services are provided on a contractual basis by individuals or organizations that are not direct employees of the applicant (see *Personal Services – Salaries*). Independent contractors must not be used in lieu of employees. Independent contractors are defined as individuals or organizations meeting some or all of the following criteria:

- produce a specific product or service;
- work independently without direct supervision from the applicant;
- work on specific projects;
- provide services for a limited number of hours or period of time; and/or,
- have no agency management or oversight responsibilities that are directed toward the financial success or direction of the agency.

### **a. Rates**

The maximum rate for independent contractors is \$250 per hour (excluding travel and subsistence costs). A request for compensation for over \$250 per hour requires **prior approval** and additional justification.

#### **1) Independent Contractors Employed by State and Local Government**

Compensation for independent contractors will be allowed when the unit of government will not provide its services without cost. In these cases, the rate of compensation is not to exceed the daily salary rate paid by the unit of government.

### **b. Expert Witness Fees (RH 3710.2)**

Prosecution or criminal defense projects, which routinely utilize “expert witnesses” as independent contractors to conduct evaluations and provide expert testimony in the courtroom, may budget for this expense. However, the project may only be charged for costs above what the county is required to cover. The maximum allowable rate for such witness fees is \$250 per hour up to \$2,000 per day. The total amount budgeted for expert witness fees must not exceed ten percent of the project’s total budget. Requests for proposed expert witness costs must be accompanied by written justification indicating the following:

- qualifications, training, and experience of the expert(s). Include a statement regarding recognition by the court of the individual as an expert;
- specialized certification/licensure [e.g., Masters in Social Work (MSW); Licensed Clinical Social Worker (LCSW), Marriage and Family Therapist (MFT), Medical Doctor (MD)];
- rate of pay per hour, including documentation of a survey of the availability of similar consultants, the current “going rate,” and the proposed rate of pay with a cost breakdown if expert is paid according to services (e.g., mileage, waiting time, court testimony);



- proposed services to be provided (e.g., analysis of forensic evidence, psychological evaluation);
- justification for why this cost cannot be paid with county funds (attach the justification to OES A303b).

## **8. Facility Rental (RH 2232)**

Up to \$21 per square foot annually (\$1.75 per square foot per month) is allowed for facility rental. If the rental cost for office space exceeds this rate, it must be consistent with the prevailing rate in the local area. This documentation must be on file and available for audit and should not be submitted with the application.

### **a. Rental Space for Training and Counseling Rooms**

Rental space for training and individual and/or group counseling rooms may also be charged to the grant, providing the charge is based on actual costs and not reimbursed by any other source.

## **9. Rented or Leased Equipment (RH 2233)**

If equipment is to be rented or leased, an explanation and cost analysis will be required if the application is selected for funding. This analysis must demonstrate it is more cost-effective to rent or lease the equipment than it is to purchase it, and must be approved by OES prior to the execution of any rental or lease agreement.

## **10. Indirect Costs/Administrative Overhead (RH 2220)**

Indirect costs are those not readily itemized or assignable to a particular project, but necessary to the operation of the organization and the performance of the project. The costs of operating and maintaining facilities, accounting services, and administrative salaries are examples of indirect costs. Flat rates not exceeding ten percent of personnel salaries (excluding benefits and overtime) or five percent of total direct project costs (excluding equipment) may be budgeted by the applicant for indirect costs if allowable by the funding source.

## **11. Audits (RH 8150)**

An audit is required for all OES recipients expending \$25,000 or more of OES grant awards. The applicant may budget for the cost of obtaining a financial audit. Allowable audit costs are as follows:

- if the total amount of the grant is less than or equal to \$150,000, the applicant may budget up to \$2,000 for the financial audit cost; or
- if the total amount of the grant is greater than \$150,000, the applicant may budget up to one and a half percent (1.5%) of the total grant for financial audit costs.

## **12. Equipment (RH 2300)**

Equipment is defined as nonexpendable tangible personal property having a useful life of more than one year and an acquisition cost of \$1,000 or more per unit (including tax, installation and freight).

A line item is required for each different type of equipment, but not for each specific piece of equipment (e.g., three laser jet printers should be one line item, not three).

**a. Allowable Expenses**

Equipment used solely for project activities may be budgeted if it is essential to the implementation of the project. Grant funds may not be used to reimburse the recipient for equipment already purchased.

Rented or leased equipment must be budgeted as an operating expense. Lease-to-purchase agreements are generally not allowable. If a lease-to-purchase is requested, the project will be required to submit justification, including cost-effectiveness. Prior approval by OES is required.

Equipment purchased in whole or in part with state or federal grant funds is the property of the state or the federal government. However, under certain conditions, equipment may be transferred to the recipient at the end of the grant period. Satisfactory compliance with the Grant Award Agreement will be reviewed in considering the transfer of equipment.

**b. Computers (RH 2340)**

1) Community-Based Organization (RH 2242.1)

Community-based organization may budget up to \$25,000 in computer equipment, software, and related costs. Justification will be required if the application is selected for funding. OES will evaluate the proposed purchase on the basis of grant-related need. Prior approval by OES is required.

2) Units of Government (RH 2342.2)

Units of government may budget for computer equipment, software, and related costs. Justification will be required if the application is selected for funding. OES will evaluate the proposed purchase on the basis of grant-related need. OES must give approval prior to purchase. If federal grant funds totaling in excess of \$100,000 are used for automated data processing purchases, prior federal approval is also required.

3) Computer Purchase Justification (RH 2341)

Approval for purchases of computers and automated equipment is contingent on the project's ability to demonstrate cost-effective, project-related need. This is best demonstrated by clearly relating each computer system or component to the grant objectives and activities. If selected for funding, the project will be sent instructions for preparing the justification.

**c. Automobiles (RH 2331)**

Automobiles are not allowable budget items, unless permitted in the RFA Instructions. If a vehicle is included in the budget, substantial justification demonstrating the grant-related need will be required before finalization of the Grant Award Agreement. The justification must describe the need for a vehicle, including the size of service area and the need to provide direct service away from the office, and the reason why the agency will not allow personal vehicle usage during working hours. A cost analysis for vehicle purchase as compared to other options, including lease and personal vehicle use with

mileage, must be conducted and kept on file for review by OES during a site visit, monitoring visit and by the auditor during the required annual audit.

### **13. Prohibited Expense Items (RH 2240)**

The following is a list of prohibited items:

#### **a. Lobbying (RH 2242)**

OES grant funds cannot be used for lobbying activities.

#### **b. Fundraising (RH 2243)**

OES grant funds cannot be used for organized fundraising, including financial campaigns, endowment drives, solicitation of gifts and bequests, or similar expenses incurred solely to raise capital or obtain contributions.

#### **c. Real Property and Improvements (RH 2244)**

Real property, including land, land improvements, structures and their attachments, and structural improvements and alterations are not allowable expenditures unless authorized in the RFA instructions.

#### **d. Interest (RH 2245)**

The cost of interest payments is not an allowable expenditure unless the cost is a result of a lease/purchase agreement.

#### **e. Food and Beverages (RH 2246)**

The cost of food and/or beverages at grant-sponsored conferences, meetings, or office functions is not an allowable expenditure. However, for this program funds may be budgeted for the purchase of food and beverages as allowable expenditures in certain circumstances. Because many of the projects are conducting investigations and/or dismantling labs in remote or inaccessible locations, funds budgeted for food and beverage expenses will be considered on a case-by-case basis.

#### **f. Weapons and Ammunition (RH 2247)**

The cost of weapons and/or ammunition of any type is not an allowable expenditure unless it is part of a governmental negotiated benefit package or is specifically authorized in the RFA instructions.

#### **g. Membership Dues (RH 2248)**

The cost of membership dues for projects involved in the licensing or credentialing of professional personnel is not an allowable expenditure unless it is part of a governmental negotiated benefit package or is specifically authorized in the RFA instructions.

#### **h. Professional License (RH 2248)**

The cost of a professional license is not an allowable expenditure unless specifically authorized in the RFA instructions.

**i. Annual Professional Dues or Fees (RH 2248)**

The cost of professional dues or fees is not an allowable expenditure unless it is part of a governmental negotiated benefit package or is specifically authorized by the RFA instructions.

**j. Charges, Fees and Penalties (RH 2245)**

Finance charges, late payment fees, penalties and returned check charges are not allowable expenditures.

**k. Depreciation (RH 2249)**

Depreciation charges are not allowable expenditures.

## GLOSSARY OF TERMS

Term	Definition
Activity	The specific steps or actions that a project takes to achieve a measurable objective.
Administrative Agency or Recipient	The agency or organization designated on the Grant Award Face Sheet which is the programmatic recipient of the grant funds and will accomplish the planned objectives and program goals (e.g., County of Alameda, City of Fresno, State Department of Justice, Fairfield Youth Services Bureau).
Application	Once selected for funding, the original application and additional forms as required by OES becomes the application. This application, once signed by OES' Director or designee and the local government agency or organization authorized to accept grant funding, becomes the Grant Award/Grant Award Agreement.
Community-Based Organization (CBO)	A nonprofit, public benefit corporation as described in <i>Section 501(c)(3)</i> of the <i>Internal Revenue Service Code</i> .
Competitive Bid	A contract process used when the required number of suppliers are equally or nearly equally qualified to provide the services.
Equal Employment Opportunity Plan (EEOP)	A comprehensive plan analyzing the agency's workforce and agency employment practices to determine their impact on the basis of ethnicity and gender.
EEOP Guidelines	Extensive description of state and federal civil rights requirements and what constitutes an EEOP (samples, forms, etc.). The document was prepared to assist recipients in ensuring nondiscrimination and in the development, implementation, and/or improvement of their EEOP for compliance with the law.
Grant Award/Grant Award Agreement	The signed final agreement between OES and the local government agency or organization authorized to accept grant funding
Grant Award Forms Package	The package to be sent to projects selected for funding containing forms needed for the final Grant Award Agreement.
Grant Funding Cycle	The number of years a program <u>may</u> be funded without soliciting a new competitive Request for Proposal. A funding cycle is typically three years.
Grant Funding Period	The period of time, determined by the Request for Proposal (RFP) or the Request for Application for (RFA), which the project narrative, objectives, activities and budget cover. The time period is usually one year, and is shown on the Grant Award Face Sheet (OES A301).
Recipient Handbook	This handbook outlines the terms and conditions required of grant projects. Funded projects must administer their grants in accordance with these administrative and fiscal conditions. The <i>Recipient Handbook</i> is accessible on the Internet website at <a href="http://www.oes.ca.gov">www.oes.ca.gov</a> . The applicant can select "Plans and Publications, <i>Recipient Handbook</i> ."

Term	Definition
Implementing Agency	The agency or organization designated on the Grant Award Face Sheet responsible for the day-to-day operation of the project (e.g., probation department, district attorney, sheriff).
Memorandum of Understanding (MOU)	This term is used interchangeably with Operational Agreement. A formal agreement between two agencies, which specifies the responsibilities of each agency in implementing the project.
Noncompetitive Bid (NB)	A contract for goods or services, where only a single source that can provide the services or goods is afforded the opportunity to offer a price for the specified services or goods. (Contracts sometimes include goods as well as services, and this definition will also apply to those circumstances.)
Nonprofit Organization	A nonprofit, public benefit corporation as described in <i>Section 501(c)(3)</i> of the <i>Internal Revenue Service Code</i> . The term is used synonymously with CBO.
Objectives	A set of quantifiable projections to be carried out in order to accomplish the program goals.
Operational Agreement (OA)	This term is used interchangeably with Memorandum of Understanding. A formal agreement between two agencies, which specifies the responsibilities of each agency in implementing the project.
Program	A specific set of goals and objectives established pursuant to legislative, congressional, or administrative action identifying an unmet need of the law enforcement or victim services and supported by a set appropriation from state or federal funding sources.
Program Guidelines	The instructions concerning the programmatic and administrative requirements unique to a particular OES grant-funded program.
Project	The implementation of a program's goals and objectives by a (funded) state or local government agency or CBO.
Proposal	The requested information and packet of forms requested by the RFP and submitted to OES, which specifies the priorities, strategies and objectives of the applicant.
Request for Application (RFA)	A noncompetitive application issued by OES.
Request for Proposal (RFP)	Issued by OES to solicit competitive proposals relating to new funding
Supplanting	To reduce federal, state, or local funds due to the existence of OES funds. Supplanting occurs when a recipient deliberately replaces its non-OES funds with OES funds, thereby reducing the total amount available for the stated purpose.

**CALIFORNIA CODES  
PENAL CODE  
SECTION 13879.80-13879.81**

**13879.80.** (a) Every law enforcement and social services agency in this state is encouraged to develop, adopt, and implement written policies and standards for their response to narcotics crime scenes where a child is either immediately present or where there is evidence that a child lives, by January 1, 2005. These policies shall reflect the fact that exposing a child to the manufacturing, trafficking, and use of narcotics is criminal conduct and that a response coordinated by law enforcement and social services agencies is essential to the child's health and welfare.

(b) The needs of a drug endangered child are best served with written policies encouraging the arrest of an individual for child endangerment where there is probable cause that an offense has been committed coordinated with an appropriate investigation of the child's welfare by child protective agencies. Protocols that encourage a dependency investigation contemporaneous with a law enforcement investigation at a narcotics crime scene, when appropriate, are consistent with a child's best interest.

**13879.81.** Communities are encouraged to form multi-jurisdictional groups that include law enforcement officers, prosecutors, public health professionals, and social workers to address the welfare of children endangered by parental drug use. These coordinated groups should develop standards and protocols, evidenced by memorandums of understanding, that address the following:

- (a) Felony and misdemeanor arrests.
- (b) Immediate response of protective social workers to a narcotics crime scene involving a child.
- (c) Outsourcing protective social workers to law enforcement.
- (d) Dependency investigations.
- (e) Forensic drug testing and interviewing.
- (f) Decontamination of a child found in a lab setting.
- (g) Medical examinations and developmental evaluations.
- (h) Creation of two hours of P.O.S.T. drug-endangered children awareness training.



**LAW ENFORCEMENT AND VICTIM SERVICES DIVISION  
GOVERNOR'S OFFICE OF EMERGENCY SERVICES**

3650 SCHRIEVER AVENUE  
MATHER, CALIFORNIA 95655  
(916) 324-9112  
FAX: (916) 323-1756



**Application Cover Sheet**

**RFA PROCESS**

**CALIFORNIA MULTI-JURISDICTIONAL METHAMPHETAMINE  
ENFORCEMENT TEAM (Cal-MMET)**

Submitted by:  
(Place name, address, and phone number of applicant here.)



**GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**CALIFORNIA MULTI-JURISDICTIONAL METHAMPHETAMINE  
ENFORCEMENT TEAM (Cal-MMET)  
REQUEST FOR APPLICATION**

**PART IV FORMS**

**CHECKLIST AND REQUIRED SEQUENCE**

This checklist is provided to ensure that a complete application is submitted to OES.

- ☐ APPLICATION COVER SHEET
- ☐ GRANT AWARD FACE SHEET – Signed by the official authorized to enter into Grant Award Agreement.
- ☐ PROJECT CONTACT INFORMATION – Must be submitted with the Grant Award Face Sheet.
- ☐ ADDITIONAL SIGNATURE AUTHORIZATION (if applicable)
- ☐ CERTIFICATE OF ASSURANCE OF COMPLIANCE – Signed by the official that signed the Grant Award Face Sheet and by the official delegating that authority.
- ☐ PROJECT NARRATIVE
  - Problem Statement
  - Plan
  - Implementation
- ☐ PROJECT BUDGET
  - Budget Narrative
  - Budget Forms – OES A303a, A303b, A303c
- ☐ APPLICATION APPENDIX
  - Project Summary
  - Project Service Area Information
  - Operational Agreements
  - Organizational Chart
  - Reporting Alien Convictions to the U.S. Citizenship and Immigration Services (USCIS)
  - Cal-MMET Methamphetamine Assurance of Compliance
  - County Drug-Endangered Children Protocol
  - Out-of-State Travel Request, OES 700 (if applicable)
  - Disbursement of Confidential Funds/Receipt from Informer Payee Receipt (if applicable)
  - Computer and Automated Systems Purchase Justification Guidelines (if applicable)
  - Noncompetitive Bid Request (if applicable)

## GRANT AWARD FACE SHEET INSTRUCTIONS

**1. Grant Recipient**

Enter the complete name of the unit of government or community based organization applying for funding (e.g. County of Alameda, City of Fresno, or Women's Place of Merced) also referred to as the "recipient".

**2. Implementing Agency**

Enter the complete name of the agency responsible for the day-to-day operation of the grant (e.g. Sheriff, Police Department).

**3. Project Title**

Enter the complete title of the project. Do not use acronyms.

**4. Grant Period**

Enter beginning and ending dates of grant cycle exactly as follows: **7/1/06 – 6/30/07**

**5A - 10G. Fund Allocations and Total Project Cost**

**OES will enter the Fund Source.** Enter the amount of state funds requested, there are no federal funds requested so place N/A in the federal box with N/A, there is no match requirement so place N/A in match boxes, and then carry-over resulting totals. Block 10G should correspond to the total project cost specified in the budget.

**11. Certification Paragraph**

Please review the Certification Paragraph.

**12. Official Authorized to Sign for the Applicant/Grant Recipient**

Enter the signature, name, title, address, telephone number, and e-mail address of the official authorized to enter into the Grant Award Agreement for the city/county or Community-Based Organization, as stated in block 11 of the Grant Award Face Sheet (OES A301). **Provide an original signature of the authorized official in blue ink.**

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION  
GRANT AWARD FACE SHEET (OES A301)**

<b>[FOR OES USE ONLY]</b>	OES ID:	
	Award No:	

The Governor's Office of Emergency Services, hereafter designated OES, hereby makes a grant award of funds to the following

**1. Grant Recipient:** \_\_\_\_\_  
hereafter designated Recipient, in the amount and for the purpose and duration set forth in this grant award.

**2. Implementing Agency:** \_\_\_\_\_

**3. Project Title** \_\_\_\_\_ **4. Grant Period** 7/1/06 to 6/30/07

Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Project Cost
5.		N/A		N/A	N/A		
6.							
7.							
8.							
9.							
<b>10. TOTALS</b>			\$				10G. \$

**11.** This grant award consists of this title page, the application for the grant, which is attached and made a part hereof, and the Assurance of Compliance forms which are being submitted. I hereby certify that: I am vested with authority, and have the approval of the City/County Financial Officer, City Manager, or Governing Board Chair, to enter into this grant award agreement; and all funds received pursuant to this agreement will be spent exclusively on the purposes specified. The grant recipient signifies acceptance of this grant award and agrees to administer the grant project in accordance with the statute(s), the Program Guidelines, the *2006 Recipient Handbook*, and the OES audit requirements, as stated in the applicable RFP or RFA. The grant recipient further agrees to all legal conditions and terms incorporated by reference in the applicable RFP or RFA, and agrees that the allocation of funds is contingent on the enactment of the State Budget.

**12. Official Authorized to Sign for Applicant/Grant Recipient:**

Name _____	Title _____
Official's Mailing Address: _____	City: _____ Zip: _____
Payment Mailing Address: _____ (if different)	City: _____ Zip: _____
Telephone: _____ (area code)	FAX: _____ (area code)
	Email: _____
Signature _____	Title: _____

**[FOR OES USE ONLY]**

\_\_\_\_\_  
OES Program Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
OES Director (or designee)

\_\_\_\_\_  
Date

## PROJECT CONTACT INSTRUCTIONS

1. Provide the name, title, address, telephone number, fax number and e-mail address for the **Project Director** for the project.
2. Provide the name, title, address, telephone number, fax number and e-mail address for the **Financial Officer** for the project.
3. Provide the name, title, address, telephone number, fax number and e-mail address for the **person** having **routine programmatic responsibility** for the project.
4. Provide the name, title, address, telephone number, fax number and e-mail address for the **person** having **routine fiscal responsibility** for the project.
5. Provide the name, title, address, telephone number, fax number and e-mail address for the **Executive Director** of a community based organization or the **Chief Executive Officer** (e.g. chief of police, superintendent of schools) for the implementing agency.

## PROJECT CONTACT INFORMATION

Applicant \_\_\_\_\_ Grant Number \_\_\_\_\_  
[FOR OES USE ONLY]

Provide the name, title, address, telephone number, and e-mail address for the project contacts named below.  
**If a section does not apply to your project, enter "N/A." NOTE: If you use a PO Box address, a street address is also required for package delivery and site visit purposes.**

1. The **Project Director** for the project:

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Title: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
(Area Code) (Area code)  
E-Mail Address: \_\_\_\_\_

2. The **Financial Officer** for the project:

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Title: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
(Area Code) (Area Code)  
E-Mail Address: \_\_\_\_\_

3. The **person** having **routine programmatic responsibility** for the project:

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Title: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
(Area Code) (Area Code)  
E-Mail Address: \_\_\_\_\_

4. The **person** having **routine fiscal responsibility** for the project:

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Title: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
(Area Code) (Area Code)  
E-Mail Address: \_\_\_\_\_

5. The **Executive Director** of a community based organization or the **Chief Executive Officer** (e.g., chief of police, superintendent of schools) of the implementing agency:

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Title: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
(Area Code) (Area Code)  
E-Mail Address: \_\_\_\_\_

## **ADDITIONAL SIGNATURE AUTHORIZATION INSTRUCTIONS**

Applicant may request signature authority in addition to the designated Project Director and/or Financial Officer by completing an Additional Signature Authority form. Space is provided for the addition of up to five (5) additional authorizations for the Project Director and Financial Officer.

No single individual may be authorized to sign for both the Project Director and the Financial Officer. **By signing the bottom of this form, the Project Director and/or Financial Officer authorize the person(s) identified on the form to act on their behalf on all subgrant-related matters.**

## ADDITIONAL SIGNATURE AUTHORIZATION

Grant Award #: \_\_\_\_\_

Applicant: \_\_\_\_\_

Project Title: \_\_\_\_\_

Grant Period: \_\_\_\_\_ to \_\_\_\_\_

The following persons are authorized to sign for the:

**Project Director:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

The following persons are authorized to sign for the:

**Financial Officer:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

---

**Approved By:**

Project Director: \_\_\_\_\_

Date: \_\_\_\_\_

Financial Officer: \_\_\_\_\_

Date: \_\_\_\_\_

## CERTIFICATION OF ASSURANCE OF COMPLIANCE

I, \_\_\_\_\_ hereby certify that  
(official authorized to sign grant award; same person as Section 12 on Grant Award Face Sheet)

RECIPIENT: \_\_\_\_\_

IMPLEMENTING AGENCY: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

is responsible for reviewing the *Recipient Handbook* and adhering to all of the Grant Award Agreement requirements (state and/or federal) as directed by OES including, but not limited to, the following areas:

**I. I. Equal Employment Opportunity – (Recipient Handbook Section 2151)**

It is the public policy of the State of California to promote equal employment opportunity by prohibiting discrimination or harassment in employment because of race, religious creed, color, national origin, ancestry, disability (mental and physical) including HIV and AIDS, medical condition (cancer and genetic characteristics), marital status, sex, sexual orientation, denial of family medical care leave, denial of pregnancy disability leave, or age (over 40). **OES-funded projects certify that they will comply with all state and federal requirements regarding equal employment opportunity, nondiscrimination and civil rights.**

Please provide the following information:

Affirmative Action Officer: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**II. Drug-Free Workplace Act of 1990 – (*Recipient Handbook, Section 2152*)**

The State of California requires that every person or organization awarded a grant or contract shall certify it will provide a drug-free workplace.

**III. California Environmental Quality Act (CEQA) – (*Recipient Handbook, Section 2153*)**

The State of California requires all OES-funded projects to obtain written certification that the project is not impacting the environment negatively.

**IV. Lobbying – (*Recipient Handbook Section 2154*)**



OES grant funds, grant property, or grant funded positions shall not be used for any lobbying activities, including, but not limited to, being paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

**V. Debarment and Suspension – (Recipient Handbook Section 2155)**

*(This applies to federally funded grants only.)*

OES-funded projects must certify that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department of agency.

**VI. Proof of Authority from City Council/Governing Board**

***The above-named organization (applicant) accepts responsibility for and will comply with the requirement to obtain written authorization from the city council/governing board in support of this program. The applicant agrees to provide all matching funds required for said project (including any amendment thereof) under the Program and the funding terms and conditions of OES, and that any cash match will be appropriated as required. It is agreed that any liability arising out of the performance of this Grant Award Agreement, including civil court actions for damages, shall be the responsibility of the grant recipient and the authorizing agency. The State of California and OES disclaim responsibility of any such liability. Furthermore, it is also agreed that grant funds received from OES shall not be used to supplant expenditures controlled by the city council/governing board.***

The applicant is required to obtain written authorization from the city council/governing board that the official executing this agreement is, in fact, authorized to do so. The applicant is also required to maintain said written authorization on file and readily available upon demand.

All appropriate documentation must be maintained on file by the project and available for OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the Recipient may be ineligible for award of any future grants if the OES determines that any of the following has occurred: (1) the Recipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

#### CERTIFICATION

I, the official named below, am the same individual authorized to sign the Grant Award Agreement [Section 12 on Grant Award Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

Authorized Official's Signature: \_\_\_\_\_

Authorized Official's Typed Name: \_\_\_\_\_

Authorized Official's Title: \_\_\_\_\_

Date Executed: \_\_\_\_\_

Federal ID Number: \_\_\_\_\_

Executed in the City/County of: \_\_\_\_\_

#### **AUTHORIZED BY:** *(Not Applicable to State Agencies)*

- City/County Financial Officer or
- City Manager or
- Governing Board Chair

Signature: \_\_\_\_\_

Typed Name: \_\_\_\_\_

Title: \_\_\_\_\_

### **Project Narrative**

See Instructions in Part II of this RFA for detail

These pages have been pre-formatted to OES specifications.

They are 1"x1"x1"x1" double spaced, Arial 11.

### **Budget Narrative**

See Instructions in Part II of this RFA for detail

These pages have been pre-formatted to OES specifications.

They are 1"x1"x1"x1" double spaced, Arial 11.

BUDGET CATEGORY AND LINE ITEM DETAIL	
A. Personal Services – Salaries/Employee Benefits	COST
TOTAL	

OES A303a

[illegible]

OES A303b

[illegible]

OES A303c

## PROJECT SUMMARY INSTRUCTIONS

All of the necessary project information must be placed on the form in the space allowed. **Additional pages may not be added.** This is a summary of the project narrative.

1. **PROJECT YEAR:** If the project is new, check new. If the project is continuing, check the box of the proposed year of the project (i.e., Year 2) or insert the year of operation.
2. **PROJECT TITLE:** Enter the complete title. The title **MUST** describe the focus of the project. Acronyms are not acceptable.
3. **GRANT PERIOD:** Enter 7/1/06 to 6/30/07.
4. **APPLICANT:** Enter the name, telephone information and complete address of the organization that is submitting the proposal.
5. **FUNDS REQUESTED:** Enter the amount of grant funds requested. This must be the same amount used on the budget pages and on the proposal cover sheet.
6. **IMPLEMENTING AGENCY:** Enter the agency or organization designated on the Grant Award Face Sheet as the programmatic recipient of the grant funds who will accomplish the planned objectives and program goals.
7. **PROGRAM DESCRIPTION:** Provide a description of the specific area of service which OES is authorized to fund based upon state or federal legislation.
8. **PROBLEM STATEMENT:** Describe the problem the project will address. Support the problem with data such as number of offenses, description of the target area, and local needs.
9. **OBJECTIVES:** Include the quantifiable measurements which define a course of action in order to accomplish the program goals.
10. **ACTIVITIES:** Describe activities you will perform to accomplish each objective (quantify where possible).
11. **CATEGORY:** Type Cal-MMET for the category.
12. **PROGRAM AREA:** Type the Regional in which your program is located (e.g.; Bay Area Region, Central Region, Northern Region, Southern Region, Southwest Region).
13. **EVALUATION:** Describe how project performance will be measured. Note who will conduct the evaluation (e.g., project staff, government personnel, or outside consultants).
14. **NUMBER OF CLIENTS TO BE SERVED:** Enter N/A.
15. **PROJECTED BUDGET:** List all noted budget items. Be specific in breakdown of grant funds and all other budget sources including match.
16. **RESPONSIBLE OFFICIAL:** The legally responsible official for the organization should sign and date this document. The official's name and title should be typed in the space provided.



## PROJECT SUMMARY

### 1. PROJECT YEAR

New		
Year 2		
Year 3		
Other:		

### 1. PROJECT TITLE

--

### 3. GRANT PERIOD

	to	
--	----	--

### 4. APPLICANT

Name:		Phone:	
Address:		Fax #:	
City:		Zip:	

### 5. FUNDS REQUESTED

\$
----

### 6. IMPLEMENTING AGENCY

Name:		Phone:		Fax #:	
Address:		City:		Zip:	

### 7. PROGRAM DESCRIPTION

--

### 8. PROBLEM STATEMENT

--

### 9. OBJECTIVES

--

<b>10. ACTIVITIES</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px; text-align: center;"> <b>11. CATEGORY</b>   Cal-MMET </td> </tr> <tr> <td style="padding: 5px;"> <b>12. PROGRAM AREA</b> </td> </tr> </table>	<b>11. CATEGORY</b>  Cal-MMET	<b>12. PROGRAM AREA</b>
<b>11. CATEGORY</b>  Cal-MMET			
<b>12. PROGRAM AREA</b>			
<b>13. EVALUATION</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"> <b>14. NUMBER OF CLIENTS</b>  (TO BE SERVED) </td> </tr> <tr> <td style="padding: 5px; text-align: center;"> N/A </td> </tr> </table>	<b>14. NUMBER OF CLIENTS</b> (TO BE SERVED)	N/A
<b>14. NUMBER OF CLIENTS</b> (TO BE SERVED)			
N/A			

  

<b>15. PROJECTED BUDGET</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #d4edda;"> <th style="width: 20%;"></th> <th style="width: 15%;">Personal Services</th> <th style="width: 15%;">Operating Expenses</th> <th style="width: 15%;">Equipment</th> <th style="width: 15%;">TOTAL</th> </tr> <tr> <td style="padding: 5px;">Funds Requested:</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;">Other Grant Funds:</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;">Other Sources: (list in-kind, fees, etc.)</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> </table>		Personal Services	Operating Expenses	Equipment	TOTAL	Funds Requested:					Other Grant Funds:					Other Sources: (list in-kind, fees, etc.)																								
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Funds Requested:																																									
Other Grant Funds:																																									
Other Sources: (list in-kind, fees, etc.)																																									

  

<b>16. NAME OF RESPONSIBLE OFFICIAL *</b>
<div style="display: flex; justify-content: space-between;"> <div> Signature: _____  Typed Name: _____  Title: _____ </div> <div> Date: _____ </div> </div>

\* - The Cal-MMET Project Director may sign on behalf of the organization.

## SAMPLE OPERATIONAL AGREEMENT

This Operational Agreement stands as evidence that (applicant agency) and (agency) intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in (jurisdiction). Both agencies believe that implementation of the (program) proposal, as described herein, will further this goal. To this end, each agency agrees to participate in the program, if selected for funding, by coordinating/providing the following services:

The (applicant agency) project will closely coordinate the following services with the (agency) through:

- Project staff being readily available to (agency) for service provision through (describe arrangements with the agency);
- Regularly scheduled meetings (how often) between (persons/positions) to discuss strategies, timetables and implementation of mandated services.

\* Specifically:

- \* List specific activities that will be undertaken between the two agencies or other specifics of the agreement.

We, the undersigned, as authorized representatives of (applicant agency) and (agency), do hereby approve this document.

For \_\_\_\_\_

For \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

**REPORTING ALIEN CONVICTONS TO THE  
U.S. CITIZENSHIP AND IMMIGRATION SERVICES (USCIS)**

This is to certify that I have read, understand, and agree to abide by the California's Plan to Report Alien Convictions to USCIS. Specifically, I ensure that criminal justice agencies in the city/county will perform the following functions:

- Notify USCIS, at the time of booking, when a suspected alien is arrested, and
- Notify USCIS within 30 days of a felony or deportable misdemeanor conviction of an alien.

Noncompliance with the above mandate may result in the following:

- Temporary withholding of cash payments to the project pending corrections or more severe enforcement action by the Office of Emergency Services;
- Disallowance of use of funds for all or part of the cost of the project;
- Suspension or termination of the current award for the recipient's program;
- Withholding further awards to California's Anti-Drug Abuse Enforcement Program; or
- Other legal remedies.

**Project Director:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Cal-MMET PROJECTS  
CERTIFICATION OF COMPLIANCE  
METHAMPHETAMINE LABORATORY OPERATIONS**

***This special condition facilitates compliance with the provisions of the National Environmental Policy Act (NEPA) relating to clandestine methamphetamine laboratories, including the seizure and/or removal of clandestine methamphetamine laboratories [hereinafter, "meth lab operations"].***

***The United States Environmental Protection Agency (USEPA) has determined that, "law enforcement responsibilities terminate when the law enforcement official notifies the property owner of record, the state, and the local environmental or public health agencies in writing of a possible site contamination at a clandestine lab."***

***Law enforcement personnel may seize as evidence and remove any bottles, cans, jugs and other containers, as well as contaminated apparatus and chemical samples from a clandestine drug site, however, law enforcement agencies are not responsible for the cleanup/remediation of any rooms, buildings or surrounding environments, including septic systems, rivers, streams or contaminated soils.***

I, \_\_\_\_\_ hereby certify that  
(official authorized to sign grant award; same person as Section 12 on Grant Award Face Sheet)

RECIPIENT: \_\_\_\_\_

IMPLEMENTING AGENCY: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

*(Check one of the following two boxes)*

<input type="checkbox"/> Will accept the Cal-MMET funds for the period of July 1, 2006 to June 30, 2007, and comply with Federal, State, and local environmental, health, and safety laws and regulations applicable to the <b>seizure</b> of clandestine methamphetamine laboratories. Said compliance will include the following mitigation measures:
---

1. Recipient will provide medical screening of personnel assigned or to be assigned by the recipient to the seizure of clandestine methamphetamine laboratories;
2. Recipient will provide Occupational Safety and Health Administration (OSHA) required initial and refresher training for law enforcement officials and all other personnel assigned to the seizure of clandestine methamphetamine laboratories;
3. Recipient will equip personnel, as determined by their specific duties, with OSHA required protective wear and other required safety equipment;
4. Recipient will notify the Department of Toxic Substances Control (DTSC), and send written notification to the property owner of record, and the local Environmental Management and/or Public Health Department whenever a clandestine methamphetamine laboratory is seized; and

5. Recipient will enter into a written agreement with the local Social Services Department to notify the local Social Services Department whenever a minor is found at a clandestine methamphetamine laboratory site, and, if determined to be necessary, require that qualified personnel be dispatched to the site and, if determined to be necessary:
  - (i) Respond to the minor's health needs that relate to methamphetamine toxicity;
  - (ii) Take the minor into protective custody unless the minor is criminally involved in the clandestine methamphetamine laboratory activities or is subject to arrest/detention for other criminal violations;
  - (iii) Arrange for medical testing for methamphetamine toxicity; and
  - (iv) Arrange for any follow-up medical tests, examinations, or health care made necessary as a result of methamphetamine toxicity.

OR

<input type="checkbox"/> Will accept the Cal-MMET funds for the period of July 1, 2006 to June 30, 2007, and comply with Federal, State, and local environmental, health, and safety laws and regulations applicable to the <b>seizure and/or removal</b> of clandestine methamphetamine laboratories. Said compliance will include the following mitigation measures:
--

1. Recipient will provide medical screening of personnel assigned or to be assigned by the recipient to the seizure and/or removal of clandestine methamphetamine laboratories;
2. Recipient will provide Occupational Safety and Health Administration (OSHA) required initial and refresher training for law enforcement officials and all other personnel assigned to the seizure and/or removal of clandestine methamphetamine laboratories;
3. Recipient will equip personnel, as determined by their specific duties, with OSHA required protective wear and other required safety equipment;
4. Recipient will send written notification to the property owner of record, and the local Environmental Management and/or Public Health Department whenever a clandestine methamphetamine laboratory is seized;
5. Recipient will enter into a written agreement with the local Social Services Department to notify the local Social Services Department whenever a minor is found at a clandestine methamphetamine laboratory site, and, if determined to be necessary, require that qualified personnel be dispatched to the site and, if determined to be necessary:
  - (v) Respond to the minor's health needs that relate to methamphetamine toxicity;
  - (vi) Take the minor into protective custody unless the minor is criminally involved in the clandestine methamphetamine laboratory activities or is subject to arrest/detention for other criminal violations;
  - (vii) Arrange for medical testing for methamphetamine toxicity; and
  - (viii) Arrange for any follow-up medical tests, examinations, or health care made necessary as a result of methamphetamine toxicity.
6. Recipient will assign properly trained personnel to prepare a Hazard Assessment and Recognition Plan (HARP) for the clandestine methamphetamine laboratory site;
7. Recipient or DTSC will utilize qualified disposal personnel to remove the chemicals, associated glassware, equipment, and contaminated materials and wastes from the clandestine methamphetamine laboratory site;

8. Recipient or DTSC will dispose of the chemicals, associated glassware, equipment, and contaminated materials and wastes at properly licensed disposal facilities or, when allowable, at properly licensed recycling facilities; and
9. Recipient or DTSC will monitor the records involving the transport, disposal and recycling components of subparagraphs numbered 7 and 8 immediately above in order to ensure proper compliance.

**All appropriate documentation must be maintained on file by the project and available for OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the Recipient may be ineligible for award of any future grants if the OES determines that any of the following has occurred: (1) the Recipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.**

<b>CERTIFICATION</b>
----------------------

I, the official named below, am the same individual authorized to sign the Grant Award Agreement [Section 12 on Grant Award Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

Authorized Official's Signature: \_\_\_\_\_

Authorized Official's Typed Name: \_\_\_\_\_

Authorized Official's Title: \_\_\_\_\_

Date Executed: \_\_\_\_\_

Federal ID Number: \_\_\_\_\_

Executed in the City/County of: \_\_\_\_\_

**AUTHORIZED BY:**

- City/County Financial Officer or
- City Manager or
- Governing Board Chair

Signature: \_\_\_\_\_

Typed Name: \_\_\_\_\_

Title: \_\_\_\_\_

## NONCOMPETITIVE BID REQUEST

### CHECKLIST

Has the applicant/recipient met the following requirements of the *Recipient Handbook*:

Check appropriate box: **Yes** **No**

#### **Section 3511**

Do conditions exist that require a sole/single-source contract?

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

#### **Section 3521.1**

Is a brief description of the program or project included?

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

#### **Section 3521.2**

Was it necessary to contract noncompetitively?

Did the contractor submit his/her qualifications?

Is the reasonableness of the cost justified?

Were cost comparisons made with differences noted for similar services?

Is a justification provided regarding the need for contract?

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

#### **Section 3521.3**

Is an explanation provided for the uniqueness of the contract?

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

#### **Section 3521.4**

Are there time constraints impacting the project?

Were comparisons made to identify the time required for another contractor to reach the same level of competence?

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>



Grant Award #: \_\_\_\_\_

GOVERNOR'S OFFICE OF EMERGENCY SERVICES

**OUT-OF-STATE TRAVEL REQUEST**

OES 700 (REV. 12/05)

**RECIPIENT**

Agency: \_\_\_\_\_

Project Director: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

**ATTENDEE(S)**

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Phone #: \_\_\_\_\_

**TRIP DETAILS**

Trip Date [Month/Day(s)/Year] \_\_\_\_\_

Destination (City/State) \_\_\_\_\_

Description  
(Meeting/Conference/Other) \_\_\_\_\_

Justification (indicate the need for the trip and the benefits to the State. Use additional pages if necessary. Attach brochure if available.)  
\_\_\_\_\_  
\_\_\_\_\_

**Recipient must attach Cost Worksheet to the Out-of-State Travel Request.**

**FOR OES USE ONLY**

Recommendation:

**Approve**

☐

**Disapprove**

☐

\_\_\_\_\_  
Program Specialist

\_\_\_\_\_  
Date

☐☐

\_\_\_\_\_  
Section Chief

\_\_\_\_\_  
Date

## OUT-OF-STATE TRAVEL REQUEST COST WORKSHEET

**Travel Policy – are the rates based on internal policy or the state’s travel policy? Please specify:**

Internal Travel Policy

☐

State Travel Policy

☐

Date of Trip: \_\_\_\_\_

Destination: \_\_\_\_\_

Purpose: \_\_\_\_\_

---

### ESTIMATED COSTS

#### TRANSPORTATION:

#### AMOUNT

	<b>Airfare:</b>	\$ _____
Additional Airport Expenses		
	Mileage:	\$ _____
	Taxi/Shuttle:	\$ _____
	Parking:	\$ _____
Auto Expenses:		
	Private Car:	\$ _____
	Rental Car:	\$ _____
	State/Agency Car:	\$ _____

#### HOTEL/PER DIEM

	Hotel:	\$ _____
Per diem: \$ _____	per day @	\$ _____

#### OTHER EXPENSES

Registration/Conference Fee:	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

**TOTAL COSTS NOT TO EXCEED:** \$ \_\_\_\_\_

**SAMPLE CERTIFICATION  
DISBURSEMENT OF CONFIDENTIAL FUNDS**

This is to certify that I have read, understand, and agree to abide by all of the conditions for confidential expenditures as set forth in the OES guidelines.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Project Director

**SAMPLE RECEIPT FROM INFORMER PAYEE**

RECEIPT

For and in consideration of the sale and delivery to the State, County or City of \_\_\_\_\_  
of information or evidence identified as follows: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby acknowledge receipt of \$ \_\_\_\_\_  
(numerical and word amount entered by payee) paid to me by the State, County, City of \_\_\_\_\_  
on \_\_\_\_\_ Date \_\_\_\_\_

Payee: \_\_\_\_\_

\_\_\_\_\_  
*Signature*

Case Agent/Officer: \_\_\_\_\_

\_\_\_\_\_  
*Signature*

Witness: \_\_\_\_\_

\_\_\_\_\_  
*Signature*

Case or Reference: \_\_\_\_\_

## PROJECT SERVICE AREA INFORMATION

1. COUNTY OR COUNTIES SERVED: Enter the name(s) of the county or counties served by the project. Put an asterisk where the project's principal office is located.
  
2. U.S. CONGRESSIONAL DISTRICT(S): Enter the number(s) of the U.S. Congressional District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.
  
3. STATE ASSEMBLY DISTRICT(S): Enter the number(s) of the State Assembly District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.
  
4. STATE SENATE DISTRICT(S): Enter the number(s) of the State Senate District(s) that the project serves. Put an asterisk for the district where the project's principal office is located.
  
5. POPULATION OF SERVICE AREA: Enter the total population of the area served by the project.

## PURCHASE JUSTIFICATION GUIDELINES

As stated in the *Recipient Handbook*, approval for purchases of computers and automated equipment is contingent on the project's ability to demonstrate cost effective, project-related need. This is best demonstrated by clearly relating each computer system or component to the grant objectives and activities.

- A. Please answer the following questions. Attach as many pages as necessary to fully answer each question.
  - 1. What is your agency's purpose for the proposed system? Include a description of the items to be purchased and how they will be used. Also, explain how the proposed equipment and/or software will enhance the project's ability to achieve the objectives/ activities of the project as specified in the Grant Award Agreement.
- B. If the request is for hardware and software in which the total costs exceed \$10,000, answer the following questions:
  - 1. Describe the proposed design of your system and indicate whether this is a new system or an addition/enhancement of an existing one. In your description please be specific as to type and location of hardware/software and how the system will be operated and maintained.
  - 2. Will the proposed system design meet not only your current, but future needs? Describe in detail.
  - 3. Does the proposed system integrate with others within the agency? Explain both yes and no responses in detail.
  - 4. Do you plan on integrating this system with existing city, county, regional or statewide networks? Explain both yes or no responses in detail.
  - 5. For criminal justice agencies, does the proposed system meet the minimum requirements of the Statewide Integrated Narcotics System (SINS)? Contact OES for additional information regarding SINS requirements.
  - 6. Does the proposed system include intelligence data subject to *28 CFR Part 23* (2003)? Contact California Department of Justice at (916) 263-1182, Western States Information Network regarding these requirements and have them sign the certification of compliance.